SASKATCHEWAN ARCHIVES BOARD

ANNUAL REPORT

April 1, 2005- March 31, 2006

Cover Photo Captions

Fig. 1. (Left). Public tour of the Saskatchewan Archives' Hillsdale Street facility.

Fig. 2. (Centre). Trevor Powell, Provincial Archivist, addressing members of the Saskatchewan Archives Board during a demonstration of the Saskatchewan Homestead Index Project.

Fig. 3. (Right). Saskatchewan Archives' public service staff registering a research client.

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Letters of Transmittal

The Honourable Dr. Gordon Barnhart
Lieutenant Governor of Saskatchewan

Your Honour:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April 1, 2005 to March 31, 2006.

Respectfully submitted

Honourable Glenn Hagel
Minister Responsible for
the Saskatchewan Archives Board

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Sir:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period of April 1, 2005 to March 31, 2006.

Respectfully submitted

Merrilee Rasmussen, Q.C.
Chair
Saskatchewan Archives Board

A Brief History of the Saskatchewan Archives

The Saskatchewan Archives Board was established as a joint university-government agency under legislation passed in 1945. While *The Archives Act* was passed in that year, steps had been taken much earlier to care for the historical record. Through the work of societies and individuals, historical materials were collected, libraries were built up and historic sites were marked. While citizens were enthusiastically engaged in preserving records from private sources, successive governments were much slower to act in ensuring that the public record was preserved. The Legislative Library had been collecting historical documents since the province was established, but it acquired very few records of government. Without an official repository or archivist, inevitably many valuable public records were destroyed or lost.

It was largely due to the efforts of Dr. Arthur Silver Morton of the University of Saskatchewan that the need for the Government of Saskatchewan to preserve its records was brought to the fore. With the support of the Canadian Historical Association, Morton pushed for the creation of a provincial archives under the control of an archivist. The University's generous offer to provide space, to appoint an archivist and cover operational costs met with a favourable response from a cash-strapped provincial government. In 1937, an Historical Public Record Office was established at the University with Morton assuming the title and responsibility of Keeper of the Public Record.

By the mid-1940s, a more formal and stable funding arrangement for the archives was required. Morton's call for legislation and public financial support met with approval from the newly-elected CCF government which was interested in establishing a public records policy for the province. As well as formalizing the spirit of co-operation between government and university, the new *Archives Act* created an arms-length board representative of the established parties already engaged in documenting Saskatchewan's archival heritage: university, government and Legislative Library.

Whereas the Historical Public Record Office's acquisitions had been limited to public records, the mandate of the new Archives of Saskatchewan was broadened to include all forms of records from both public and private sources. It allowed for a professional archivist to examine all public and private records and to appraise and select those records of historical value for preservation in the archives. It set up a system of accountability for information created and maintained by government which called for all public records to be scheduled and all records schedules to be approved by committees comprising of officials and elected representatives. For several decades, Saskatchewan's archival legislation stood the test of time and served as a model for other jurisdictions.

Besides its role in managing public records, the Saskatchewan Archives has been active in documenting all facets of provincial life. Most people or groups create a record of their activities, whether in the form of letters, e-mail, diaries, minutes, financial records,

photographs, film and video, maps and architectural drawings, memoirs, spoken traditions, or sound recordings.

From the oral accounts of aboriginal elders to the written record kept by settlers to the varied yet precarious physical formats of the early 21st century office or home, all such records when gathered together provide an immediate and unique source of information on the thoughts, aspirations and work of Saskatchewan people. This wide-ranging mandate has allowed the Saskatchewan Archives to build up one of the most comprehensive provincial archives collections in all of Canada.

Over the years the Saskatchewan Archives has gained a reputation for reaching out to the community it serves. It has participated in marking major provincial milestones such as the 50th, 60th and 75th anniversaries as well as the North-West Centennial, through the publication of provincial histories, the development of exhibitions, and the research and writing of local and family histories. The Archives has entered into arrangements with the University of Saskatchewan, several cities and other organizations to establish archives which in time have become independent and thriving members of the provincial archival community. Since 1948, the award-winning journal, *Saskatchewan History*, has provided a forum for the publication of articles and resources relating to the history of the province. In conjunction with individuals and groups, the Saskatchewan Archives has taken the initiative to document the oral tradition of the First Nations and Metis people, the settlement era of the province and the multicultural nature of provincial society. More recently, the Saskatchewan Archives has been using digital technology to bring its holdings to a wider public through means of the Internet and its website.

With the passage of access to information and privacy legislation in the past decade, the Saskatchewan Archives has been asked to play a greater role in the management of information from public and private sources. Furthermore, the institution is playing a lead role in implementing the new government-wide privacy initiative.

The new Archives legislation, *An Act Respecting the Archives of Saskatchewan and Making Consequential Amendments to other Acts*, confirms the mandate of the Saskatchewan Archives and gives greater responsibility and authority to the institution in carrying out its central agency functions for government. As Saskatchewan enters a new century, it is appropriate that the Archives, meet the need of modern government, and the people it serves.

Role of the Saskatchewan Archives

The Saskatchewan Archives plays an important role in preserving the cultural resources of the province. It acquires and preserves records essential not just for self-knowledge, but also for the protection of our rights, individually and collectively. For reasons of economy and efficiency, the Saskatchewan Archives provides government-wide information and records management for the Government of Saskatchewan. Through acquisition, preservation and provision of access to official records the Saskatchewan Archives enables the Government of Saskatchewan to fulfil its public trust. It also plays a leadership role within Saskatchewan's fledgling archival community.

Vision, Mission and the Constitutive Values of the Saskatchewan Archives

Vision

The vision of the Saskatchewan Archives is to facilitate for all levels of government, and society in general, the identification, public access and preservation of the province's documentary heritage. This vision is rooted in a far-reaching community approach that advances shared responsibility, co-operation and equitable access. The Saskatchewan Archives recognizes that individual and collective rights, as well as cultural identity are supported through an informed dialogue with the past.

We envision a future in which:

- The documentary records of the province are efficiently managed and made available to all interested individuals and organizations;
- Records that document government, institutions, organizations, societies and individuals are preserved; and
- The collective identity of Saskatchewan people, as documented through public and associational life, artistic and cultural activities, is preserved, as well as the diversity of the contributions of the First Nations and the many different ethno cultural groups who have chosen Saskatchewan as their home.

Mission

The Saskatchewan Archives serves as a flagship of the archival network in Saskatchewan, diligently working with its partners to preserve the collective memory of the province.

The mandate of the Saskatchewan Archives is to select, acquire, preserve, arrange and describe, make accessible and to encourage the use of documentary records in all media, from official and private sources, bearing on all aspects of the history of Saskatchewan, and to facilitate the management of the records of government institutions.

Archives, as institutions, reflect times past, examine the present and look to the future. Therefore, the mission of the Saskatchewan Archives is to:

- Ensure that the essential public records of Saskatchewan are preserved;
- Ensure continuing access to essential evidence that documents the rights of Saskatchewan people, the actions of government officials and elected representatives, the Saskatchewan experience;
- Preserve the public and private records that reflect the diversity of Saskatchewan's past;
- Be the central agency responsible for government records management, providing government with an effective and accountable management system responsive to the necessity for timely identification and disposition of records;
- Facilitate research and reference services to individuals and organizations, maximizing availability to sources through archival finding aids, consultations and guidance;
- Provide a leadership role in advising the provincial archival community in records management and preservation;
- Work in tandem with provincial and national cultural and heritage communities in the exchange of knowledge through professional and ethical approaches to our task; and
- Conserve records in the most appropriate format for the retention of and access to the information contained therein.

Constitutive Values

The rights and responsibilities of a democratic society empower us to carry out our archival mission. In carrying it out we are guided by the following values:

- We value the responsibility we are given to serve the people and the Government of Saskatchewan and we dedicate our efforts to ensure that a knowledge of the province's past is preserved;
- We value the effective management of government records, and the contribution we make to that system;
- We value the historical records entrusted to our care;
- We value our relationship with the university community and its use of the record to contribute toward a better understanding of society and its efforts;
- We value the contribution of individuals, local history and heritage organizations in their efforts to document the past;
- We value the benefits of decentralized archival facilities to ensure that people from all parts of the province have access to our collections and services;
- We value the dedicated staff and their contributions to the development and delivery of archival services; and
- We value archives as a public good that must be accessible to all citizens.

Structure and Reporting Relationship

Unlike most other provincial archives across Canada which are part of a line department, Saskatchewan's provincial archives is situated at arms-length from government, allowing it to exercise independent initiative, judgment and service in carrying out its mandate of appraisal, acquisition, preservation, access and facilitating the management of records of government institutions.

The Archives Act, 2004 provides for a board to oversee the activities of the Saskatchewan Archives. The Board is responsible for:

- Appointing, reviewing and working with the Provincial Archivist;
- Setting broad policy objectives and guidelines;
- Ratifying specific management decisions;
- Preserving the autonomy and integrity of the institution and its records; and
- Representing the institution to government and the wider community.

As of June 2005, the composition of the Board was as follows:

Ms. Merrilee Rasmussen, Q.C., (Chair);

Dr. William Howard, University Librarian, University of Regina (Vice Chair);

Ms. Laura Hanowski, Certified Saskatchewan genealogy researcher and instructor;

Mr. George Hoffman, Sessional Lecturer, Department of History, University of Regina;

Dr. Catherine Littlejohn, Free-lance historian, researcher, writer and consultant;

Dr. Thomas Nesmith, Associate Professor, Masters Programme in Archival Studies, University of Manitoba;

Mr. Ken Ring, Law Clerk & Parliamentary Counsel, Legislative Assembly; and

Dr. William Waiser, Professor of History, University of Saskatchewan

The legislation states that representatives of the two universities and the public service shall be appointed to the Board. Mr. Trevor Powell, Provincial Archivist, serves as Secretary of the Board.

Being a corporate entity, the Board reports directly to the Minister of Culture, Youth and Recreation. To conduct its operations, the Saskatchewan Archives relies on an annual grant voted under the Department of Culture, Youth and Recreation's Estimates. Space for the office and storage facilities is leased through the Saskatchewan Property Management. The University of Saskatchewan provides office and storage space without cost for the Saskatoon operation. It also provides accounting, out-of-scope payroll and purchasing services at a nominal fee to the Archives. With the signing of a Collective Agreement, the handling of personnel matters for in-scope employees was transferred from the University Human Resource Department to the Human Resources Branch, Saskatchewan Finance. Effective January 1, 2003, Saskatchewan Finance undertook the provision of payroll services for in-scope staff.

Organization

Organizationally, the Saskatchewan Archives is divided into the Government Records Branch and the Historical Records Branch, both headed by Directors. Both Directors report to the Provincial Archivist, in carrying out their duties and responsibilities.

Retirements

During 2005/06 two members of the Executive Management team at the Saskatchewan Archives Board retired. D'Arcy Hande, the Director of the Historical Records Branch, retired on January 16, 2006 and Trevor Powell, the Provincial Archivist, retired on March 31, 2006.

D'Arcy Hande commenced his employment with the Saskatchewan Archives Board in 1974 and worked initially as a staff archivist in the Saskatoon Office. In 1986 he became the Director of the Saskatoon Office and in 1994 accepted the role of Director of the Historical Records Branch. Mr. Hande has contributed his time and considerable knowledge to a number of organizations including the Saskatchewan Council of Archives and Archivists and the Association of Canadian Archivists and is currently a member of the National Archival Appraisal Board.

Trevor Powell commenced employment with the Saskatchewan Archives Board in 1973. He was a staff archivist in the Regina Office until 1980 when he was appointed Director of Records and Technical Services. In 1986 he was appointed Provincial Archivist. Mr. Powell has published several articles and books relating to Saskatchewan and Anglican Church history and has served in various capacities in a number of professional organizations including the Association of Canadian Archivists, the National/Provincial/Territorial Archivists and the Canadian Council of Archives. Trevor has also served as the Archivist and Registrar of the Diocese of Qu'Appelle since 1971 and as Archivist of the Ecclesiastical Province of Rupert's Land since 1988. He was awarded the Queen's Golden Jubilee Medal in 2003.

Management of Government Information

The increasing volume and complexity of information created by the Government of Saskatchewan provides numerous challenges for those responsible for its management. In carrying out this central agency function, the Saskatchewan Archives works closely with departments, agencies, boards, commissions and Crown corporations to improve the accountability and efficiency of the processes for the creation and management of information.

The primary tool used in identifying and defining records and in determining how long each type of record must be retained to meet administrative, fiscal and legal requirements is the records retention and disposal schedule. The schedule integrates a record classification system and retention and disposal procedure into one process. The result promotes greater accountability for information as required under Freedom of Information and Protection of Privacy legislation. At the same time, it ensures greater efficiency and economy which is so important to the overall government strategy of reducing administrative costs. The scheduling, appraisal and disposal process is also a key element in the government-wide privacy initiative launched in the Fall of 2003.

The exceptionally heavy demand on the services provided by the Government Records Branch, which began in 2003/2004, has continued unabated in the following two years. Changes to The Archives Act, 2004, passed in June 2004 solidified the role of the Saskatchewan Archives in the management of government records and clearly defined the records management responsibilities of government institutions. Furthermore, 2005/2006 saw the passing of The Archives Regulations, which enabled the newly constituted Public Records Committee (PRC) to begin its work. The Public Records Committee has the authority to review and approve records schedules for all public records.

To better assist government institutions in meeting their responsibilities under *The Archives Act, 2004*, the Government Records Branch developed the Saskatchewan Records Management Policy and the Saskatchewan Records Management Guidelines. The guidelines are intended to inform and guide the development of specific records management policies and procedures within each government institution. These guidelines along with the companion document, the Saskatchewan E-mail Management Guidelines were presented to the Public Records Committee in March, 2006.

The changes introduced by *The Archives Act, 2004*, also led to a complete review of the Administrative Records Management System (ARMS). The revised manual, titled the Administrative Records Management System 2006 (ARMS 2006) includes a final disposition column and has introduced significant modifications to the process by which government institutions dispose of routine administrative records. The new manual was approved by the Public Records Committee on March 21, 2006. The Records Management Policy, the Records Management Guidelines and the E-mail Guidelines, which also reflect the new provisions of the

Act, will be disseminated to government institutions in conjunction with the ARMS 2006 manual.

In addition to the revisions necessitated by The Archives Act, 2004, ARMS required a number of modifications to accommodate Crown corporations. The revised manual is applicable to the administrative records of all Crown corporations, Government departments, agencies, boards and commissions.

Several information and training sessions are planned for May and June, 2006 to assist all levels of government clients in establishing and implementing records management policies and procedures that will enable them to comply with the provisions of *The Archives Act, 2004*.

Archivists at the Government Records Branch continue to consult with and advise government employees on a wide range of records management issues. In addition to the development of the Records Management and E-Mail Guidelines and the revision of ARMS, the Branch responded to a heavy demand for records management advice, and assistance with the development of Operational Records Schedules (ORS). The branch assisted in the development of numerous schedules in the 2005/2006 fiscal year. 86 schedules are currently in development, 15 of which will be ready for presentation to the Public Records Committee in the spring of 2006. Staff conducted more than 30 presentations and training sessions, responded to over 400 requests for advice and attended in excess of 200 meetings with various government personnel. Currently, archivists are actively working with 110 branches and agencies on ORS development and other records management issues.

Other Branch activities during the 2005/2006 fiscal year included the ongoing review of records disposal requests to determine eligibility for destruction or transfer to the Saskatchewan Archives. In total, 305 disposal requests were reviewed; 1971 meters of record were authorized for disposal while a further 253 meters were held pending archival appraisal. From creation to disposal, the entire records scheduling and appraisal process ensures that records which have continuing value are retained and that records that no longer possess administrative, legal or fiscal value are destroyed. This process resulted in substantial savings in storage costs while at the same time maintaining accountability for information.

The Appraisal Unit continued to work on the backlog of records waiting for appraisal. 418 meters of records were appraised in the 2005/2006 fiscal year. Nevertheless, the appraisal backlog remains significant with more than 1454 meters awaiting appraisal. As well, of the records that have been appraised and selected for retention, only a small portion has been transferred due to a lack of storage space at the Archives. Insufficient storage space has been a problem for a number of years, and there are now more than 1100 meters of archival records currently being stored at various storage facilities and in government office storage space throughout the province. Retaining records, often containing personal information, in departments and agencies works against the government-wide privacy initiative which calls for scheduled records to be transferred to the Saskatchewan Archives, or destroyed, once they have been appraised by Archives staff.

Collection Development and Management

Acquisitions

The Private Records, Maps & Architectural Drawings Section and the Historical Photographs Section is responsible for appraisals, acquisitions, donor relations and agreement negotiations. Centennial celebrations in 2005 continued to generate a greater public interest in preserving Saskatchewan's documentary heritage. The certificate of appreciation given to donors of archival material was well received by the public; a total of 175 certificates were issued in Regina and Saskatoon offices during the course of the year.

Examples of some noteworthy acquisitions in 2005/2006 were:

- National Farmers Union fonds, 1983-1992. Records created by Ken Imhoff, an union employee.
- Saskatchewan Urban Municipalities Association fonds, 1950s-2000. Financial and operational records, minutes of meetings of the Association over a fifty-year period.
- Morris Predinchuk – Morris Studios fonds, 1988-1999. Accrual of photographic negatives produced by Morris Predinchuk of Moosomin.
- Regina Exhibition Association fonds, c. 1897-2002. Records of the Association documenting the annual summer exhibition, Buffalo Days, buildings and facilities, advertising, Board of Directors meetings, entertainment, livestock shows, Queensbury Downs racetrack events, and the Western Canada Farm Progress Show.
- David Tallentire Collection, 1908-1940. Photographs of relatives, Saskatchewan communities, the aftermath of the Regina tornado of 1912, aboriginal peoples, threshing and military units in the First and Second World Wars.
- Saskatoon Symphony Orchestra fonds (accrual), 1957-2001. Records of the Saskatoon Symphony Orchestra, 1957-2001, including minutes, correspondence, contracts, programmes, subject files, press clippings, audio tapes, video tapes, statistics, financial records, committee records, fundraising records, photographs, etc.

Private Records Acquisitions:

Type of Acquisition	Regina		Saskatoon		TOTAL	
	2004/05	2005/06	2004/05	2005/06	2004/05	2005/06
Provincial Cabinet Ministers, MLAs and federal MPs	9.4 m	8.6 m	nil	nil	9.4m	8.6 m
Records from Private donors	80.1 m	97.7 m	40.2 m	17.4 m	120.3m	115.1 m
Printed materials and Miscellaneous items **	1.0 m	.3 m + 25 items**	0.6 m	.57 m	1.6 m	2.2 m
Total textual records in linear meters	90.5 m	106.6 m + 25 items	40.8 m	17.97 m	131.3 m	125.9 m
Maps and architectural drawings (items)	8,557	360	2	6	8,559	366
Photographs and graphic materials (items)	56,069	14,795	804	1,413	56,873	16,208
Sound & moving images (hours of play; items)**	1,000 h	274 hours + 437 items	104 h	117 items	1,104 h	274 h + 554 items
Microfilm (reels)*	164	167	12	23	176	190

* Most microfilmed newspaper acquisitions are co-coordinated through Regina and then deposited in one of the two offices.

** Statistical reporting changed in September 2005 resulting in the reporting of printed material and sound & moving image materials began to be reported as items. SMI materials include audio recordings, film and video, LPs, DVDs and CDs.

Public Records Acquisitions

Year	Accessioned	Appraised	Total
2002-2003	42.93 m	84.8 m	127.73 m
2003-2004	65.22 m	171.84 m	237.06 m
2004-2005	613 m	99.2 m	712.2 m
2005-2006	58.76 m	185.8 m	244.4 m

Examples of some of the more noteworthy acquisitions in 2005/2006 include:

- Saskatchewan Communications Network, 2005. This is a collection of Centennial Legacy Programs produced by SCN for the 2005 Saskatchewan Centennial.
- Social Services, Family Services Branch, 1984-1990. These records consist of material relating to a study conducted on Native Child Welfare in Saskatchewan.
- Industry and Resources, Deputy Minister's Office, 1946-1997 – This material focuses primarily on the two decades (1975-95) when Free Trade and the rising cost of energy were major national issues.
- Culture, Youth and Recreation, Heritage Branch, 1974-98 – These records include details on the development of and revisions to The Heritage Property Act; minutes of the Saskatchewan Heritage Advisory Board and the Saskatchewan Heritage Property Review Board; programs and activities relating to the designation of municipal and provincial heritage property; archaeological inventory and regulatory controls; the Saskatchewan Heritage Foundation; and the operation of several major heritage institutions, including Government House, and the Museum of Natural History (renamed the Royal Saskatchewan Museum in 1989), as well as government involvement in several arms-length facilities, such as the Western Development Museums and Wanuskewin Heritage Park.
- Lieutenant Governor's Office, 1929-80 - These records include material for the Lieutenant Governor and office staff; reports relating to Government House and the Territorial Administration Building.
- Agriculture and Food, Lands Branch, 1923 – 1989. This material includes Ledgers associated with Forest Land Reserve (1923), Exchanges of Land C.P.R – C.N.R. (1932), Fur Royalty Statistics (1953-1964) Veteran Settlement Sales (1950's – 1970's) and Cultivation Sales (1960's – 1970's).

Preservation Management

Work continued during the year to improve the Saskatchewan Archives' records storage facilities and ensure the long-term preservation and security of the archival collection. This process included ongoing efforts to upgrade the records storage areas in both Regina and Saskatoon in keeping with the strategic plan. It also encompassed a variety of other preservation management and conservation activities. These were directed at reformatting or re-housing particular archival collections, implementing a number of facilities improvements and undertaking other measures to ensure the continued safety and security of the archival holdings.

During 2005/2006, the Saskatchewan Archives engaged in a variety of activities to ensure the continued preservation and security of the archival holdings. These activities included:

- Installing water monitoring devices in the main Regina and Saskatoon records storage areas;
- Reformatting of selected records onto microfilm;
- Installing ultraviolet filtering on the fluorescent lighting in the Hillsdale Street archival records work and storage areas;
- Measuring temperature and humidity levels, and testing for the presence of pests, in the collection storage areas;
- Reactivating the institutional Preservation Management Committee to monitor and assess a range of institutional preservation and security issues and contribute to conservation and preservation management planning;
- Conducting preservation and conservation activities as part of records processing function; and
- Reviewing the final report from a Canadian Council of Archives-funded conservation evaluation of the Saskatchewan Archives' collection and facilities by contract conservator, Cynthia Ball and planning the development of an institutional preservation management strategy.

Some of the more salient of these activities are described below.

Installation of Stack Area Water Monitors

Funding from a Canadian Council of Archives cost-shared grant was utilized to install water monitoring devices in the main records storage areas in Regina and Saskatoon to provide early warning of the presence of volumes of water which might threaten the records.

Review of the Cynthia Ball's Preservation Assessment Report

During 2005-2006 the institutional Preservation Management Committee reviewed Cynthia Ball's report entitled "Global Preservation Assessment of the Saskatchewan Archives Board" which was received in December 2004. The committee used this review process to identify and prioritize a large number of immediately urgent institutional preservation management priorities and to begin the development of an institutional strategic plan to address both the short and longer term preservation needs of the Saskatchewan Archives.

Inclusion of Preservation Management in Records Processing

Although no major initiatives were undertaken by staff arranging and describing archival records in 2005/06, work continued on the reformatting, archival storage and re-housing of records as part of regular duties. This includes the use of acid-free file folders, photo sleeves and plastic film cans as well as rolled drawings storage and the re-boxing of archival records. In identifying projects for the Records Processing Unit, preservation issues are considered as part of the overall assessment of the collection, fonds or government series . As records are processed, a more specific examination of the physical condition of archival material is undertaken and summarized through physical condition/conservation notes in each records description. Records with specialized storage or preservation needs are reformatted for research use.

Archival Inventory, Arrangement and Description

Staff in the Records Processing Unit continued to address the significant backlog in private, ministerial and government records arrangement and description. The Unit produced a total of 86 guides and government agency descriptions during the course of the year.

Records Processed – By Media 2005/2006

Type of Record*	Regina	Saskatoon	Total
Textual Records (linear metres)	313 m	2.27 m	215.27 m
Printed materials and miscellaneous items (metres and items)	.109 m and 97 posters	.567 m	.676 m and 97 posters
Maps and architectural drawings (items)	204	21	225
Photographs and graphic materials (items)	1,364	1506	2870
Sound & moving images (hours of play)	972 h	42 items	972 h + 42 items
Microfilm (reels)	8 reels	23 reels	31 reels
Electronic records	24 disks	nil	24 disks

* Includes records from all sources: private fonds, ministerial fonds and government series

Some of the more significant records processed and made available for research purposes in 2005/2006 included:

- John Archer fonds, 1862-2004.. Records created and used by notable historian, educator, librarian, archivist, administrator and public servant, John Hall Archer.
- Ed Bayda fonds, 1958-1981. Records created, accumulated and used by E.D. Bayda in his professional career as a lawyer, judge and Chief Justice of Saskatchewan; in his political interests; and in his involvement in the Kinsmen Club.
- Joseph Pettick fonds, 1954-2005. Architectural and presentation drawings, textual records and photographs of the Regina-based architect who began his career in 1946.
- Lands Transfer Files series, [ca.1880]-1995 Lands transfer files created in the course of issuing transfers on patented land for the North-West Territories and for the Province of Saskatchewan.
- Rose Family fonds, 1913-1999. The Arthur Rose Family has resided in Saskatoon, Saskatchewan, since 1913. The family owned and operated dry cleaning and furrier businesses, and members of the family have been actively involved in Saskatoon's Jewish community and in other community and service organizations in the city.

Descriptive Standards

The Records Processing Unit and programme archivists initiated the full-scale application and testing of the guidelines, approaches and definitions outlined in the institution's *Archival Description Manual*, launched for use in November 2004.

Significant developments during the year in descriptive standards included:

- A standard approach and format for the description of ministerial records;
- Refinements to databases used to describe textual, architectural and photographic records;
- Improved tracking for the assignment of unique identifiers for authority, fonds and government series descriptions;
- Further discussion and applications of the government series system.

Public Service and Outreach

Reference Services

The Saskatchewan Archives and its staff provide a variety of public and outreach services to its research clientele, the broader provincial archival and records management community and the public at large. These services are primarily provided through public reference service facilities in the Archives' Regina and Saskatoon offices and the provision of mail, telephone and e-mail services to distant users and website services. Staff, additionally, participate in external education and training activities and serve as volunteers in a number of professional organizations.

Reference Services

The Saskatchewan Archives collection continues to fulfill a wide variety of important public purposes by preserving and making available a broad range of official and private archival documents and information relating to the governmental, corporate, institutional, legal and societal evolution of the province and its people. These holdings encompass various categories of archival materials which require a range of sophisticated professional archival staff expertise to make them available to researchers in a helpful, timely and responsible fashion. These skills include the proper handling and treatment of fragile materials, the determination of privacy and access issues with regard to restricted materials, the assessment of copyright issues and the exercise of a host of other public service attributes requiring the continuing application of judgment, tact and knowledge.

Dedicated and capable archival staff are essential to meeting the widely varying research needs of a diverse clientele. Some of the more salient examples of these archival users are:

- Family and local historians
- University scholars
- Publishers and broadcasters
- Environmental researchers
- Individuals seeking proof of age and other information for legal or personal purposes
- Researchers and lawyers seeking access to departmental or other official records
- Architects and engineers seeking building and site information
- Treaty entitlement researchers

The past year has been one of the busiest on record for Saskatchewan Archives' reference services, largely because of the increased research demand which resulted from Saskatchewan's Centennial celebrations, from efforts to wrap up the homestead online index project during the Centennial year, and from involvement in special Centennial projects undertaken with a number of noteworthy partners. During the 2005 Centennial year, Saskatchewan Archives established or continued working partnerships with organizations including: Gabriel Dumont Institute, CBC, Saskatchewan Learning Network, CTV, Global TV, the HOME Rural Municipality Map Project, and the Encyclopedia of Saskatchewan. The resources of Reference Services in Regina and Saskatoon were deeply taxed as staff endeavoured to provide reference assistance to in-person and distance researchers, to retrieve massive volumes of archival records, and to facilitate the reproduction of materials.

Patron Use of Reference Services

	Regina		Saskatoon		TOTAL	
	2004/05	2005/06	2004/05	2005/06	2004/05	2005/06
Personal visits	3,078	3,261	1,357	1,267	4,435	4,528
Written enquiries (mail, e-mail and fax)	1,452	1,668	613	798	2,065	2,466
Telephone enquiries	2,035	2,235	659	554	2,694	2,996
Interlibrary loans of microfilm	83	63	24	26	107	89
Tours/presentations (# of participants)	247	152	97	65	344	217
Total visits/contacts	6,895	7,379	2,750	2,710	9,645	10,089
Documents retrieved for research (number of containers/items)	38,346	9,614	10,027	8,936	48,373	58,550
Items reproduced for research	36,984	50,668	21,757	32,937	58,741	83,605

General public, 75%; University, 21%; Saskatchewan Government, 4%.
Saskatchewan residents, 86%; non-Saskatchewan residents, 14%.

Archival descriptions of the records of private donors, local government and government inquiries and commissions were also posted to the Saskatchewan Archival Information Network (SAIN) and Archives Canada websites as contributions to the provincial and national archival inventories of holdings.

Saskatchewan Homestead Index Project (SHIP)

In 2003, Saskatchewan Archives entered into a partnership with the Saskatchewan Genealogical Society (SGS) to create an online digital index to the pre-1930 homestead files in the Archives collection. The Society agreed to lead the project and succeeded in obtaining in-kind and financial support from several agencies, including Saskatchewan Heritage Foundation, Saskatchewan Institute of Applied Arts and Sciences, Information Services Corporation (ISC), the Métis National Council and Pioneer Grain. The project was completed during the summer of 2005, with a total of 360,000 index entries entered onto the database. The Homestead website, http://www.saskhomesteads.com/ was officially launched on October 21, 2005 at the Annual Meeting and Seminar of the Saskatchewan Genealogical Society. Laura Hanowski of the SGS and Chris Gebhard of the SAB demonstrated the web-based database to over 130 people. Rocky Semple, President of the Genealogical Society and Merrillee Rasmussen, SAB Chair, delivered brief speeches and recognized all the individuals who worked on the project. The Archives served a special homestead cake to all attendees. The launch was extremely well covered by local and national radio, television and newspapers, creating a tremendous amount of excitement among genealogists across the continent. For example, during the three week period, Nov. 9 to Nov. 30, there were 59,616 pages viewed from 4,044 individual computers! Requests for homestead files more than tripled and reference staff was overwhelmed with requests for copies.

SAIN/SAFA Working Group (SSWG)

Archivists in the Historical Records Branch continued revising the fonds-level entries posted on the SAIN and Archives Canada websites, also creating Saskatchewan Archives Finding Aid (SAFA) descriptions for those entries in retro-description activity within the institution.

The Saskatchewan Archives Website (www.saskarchives.com)

Time Period	Total Hits		Pages Viewed		Total Visits	
	2004/05	2005/06	2004/05	2005/06	2004/05	2005/06
April-June	516,092	1,426,889	51,991	88,842	11,535	21,740
July-September	587,036	1,277,044	71,900	81,607	17,545	20,359
Oct.-December	673,577	2,050,595	75,018	119,645	19,314	28,352
January-March	1,115,114	1,657,416	97,546	105,186	23,388	26,721
TOTALS	2,384,654	6,411,944	296,455	395,280	60,038	97,172

Access, Privacy and Legislative Compliance

Access to Information

While the Saskatchewan Archives is legislated to preserve and make available to the public the historical record of Saskatchewan, it must balance the public's right to access against an individual's right to privacy. Obligations to protect the privacy of individuals are set out in provincial legislation and government policy. These requirements apply to both the administrative and operational records of the organization as well as records that make up the permanent collection.

The Saskatchewan Archives as a government institution is bound by the provisions of *The Freedom of Information and Protection of Privacy Act*. As such we can receive access requests which are formal requests under the Act. The Act also permits the Saskatchewan Archives to continue to continue access procedures in place before the Act was proclaimed. In practice that means that researchers may apply for access to restricted records in the Archives permanent collection informally without making a formal FOIP request and paying the fees associated with it.. The Saskatchewan Archives must still apply the legislation to permission for access. If a researcher is denied access to records to which he or she believes she is entitled to access the researcher may take a formal request and thereby have access to the review of the Archives' decision by Saskatchewan's Information and Privacy Commissioner.

During 2005/2006, the Saskatchewan Archives received 16 access requests handled according to Saskatchewan Archives internal access procedures. Every access request requires a careful assessment of the records. Some are time consuming because the researcher is requesting access to a large volume of records which take time to review. The review must be done on a file by file basis. Each request is unique because the context of each request is different. In some cases personal information can be found in files that on initial examination would not be suspected of containing that type of information. For that reason examination of records require a good working knowledge of government record-keeping practices in the time period of the records in question.

Decisions about access are based on requirements set out in *The Freedom of Information and Protection of Privacy Act* (FOIPP) and *The Health Information Protection Act* (HIPA). With the proclamation of HIPA more stringent rules apply for personal health information than under FOIPP. In addition, there are no provisions in HIPA that envision the special circumstances that the Archives faces with respect to personal health information held in our permanent collection. Consequently, we await the HIPA regulations with the anticipation that the Archives special program needs will be met while still protecting the personal health information of the people of Saskatchewan.

Researchers who request access to records in the Archives' permanent collection can be divided into four broad categories: family history, academic, legal, and general research. Family history researchers are looking for information about specific family members. Academic researchers include students working on graduate theses and university professors working on research projects for books or articles. Their topics vary and they typically request large volumes of records. Legal researchers request information relating to matters before the courts. The cases may include estate matters or litigation regarding child abuse against the provincial or federal government and often involve complex legal issues. General research includes local history projects, background research for fiction writers, and history books and articles by non-academic writers. Each type of request brings with it different legal requirements and different requirements for staff time.

The unit provides advice to reference staff relating to researcher access to the permanent collection and records management staff advising government personnel about access to records once they are transferred to the Archives.

Privacy

The Saskatchewan Archives Board has a significant amount of personal information in its permanent collection. As an institution the Archives has long been committed to protecting the privacy of individuals whose personal information can be found in the historical records found in our permanent collection. Access to some of this information is covered by legislation while others are covered by private donor agreement.

The Health Information Protection Act has created additional obligations for the Archives that go beyond requirements under *The Freedom of Information and Protection Act.* The Department of Health is working on regulations to address a number of issues including the special circumstances of the Archives. As a trustee under that Act all those records in the Saskatchewan Archives' permanent collection containing personal health information about identifiable individuals is governed by the Act, whether or not that information had been widely available to the public before the Act was proclaimed. The general rule under HIPA provides that personal health information cannot be released to the public unless the person to whom it applies has been dead for more than 30 years. For its part the Saskatchewan Archives asked that HIPA regulations would recognize the Archives' unique role and provide for similar exemptions as can be found in *The Freedom of Information and Protection of Privacy Act.* Draft regulations were distributed by Saskatchewan Health in August 2004 and appear to address the main issues raised by Saskatchewan Archives with regard to administration of personal health information in the Archives collection. As of the end of the fiscal year, the regulations had not yet been approved.

The Saskatchewan Archives is committed to the protecting the privacy of individuals. It is anticipated that a solution that balances the requirements of Archives programs and stakeholders against the public's right to privacy can be reached through the regulations under HIPA.

Saskatchewan History

Led by a dedicated Advisory Board and Editor, this well-respected journal continued to generate a careful blend of original scholarly and popular articles, heritage news, book reviews and audio-visual productions relating to the history of the province.

Some of the more notable articles published during the past year included:

- "A Discourse on Race: Jack Johnson in Saskatchewan's Newspapers," by Ken Leyton-Brown (Spring 2005).
- "A Harebrained Plan: Saskatchewan and the Formation of a Provincial Telephone Policy, 1906-1912," by Ronald S. Love (Spring 2005).
- "Matt Anderson's 1939 Health Plan: How Effective and How Economical?," by Stuart Houston (Fall 2005).
- "The Power of Electricity to Change Rural Women's Work in Post-War Saskatchewan," by Sandra Bassendowski (Fall 2005).
- "It Speaks for Itself: Wilfred Johnson's Images of the 1912 Regina Tornado," by Bruce Dawson (Fall 2005).

Saskatchewan History Centennial Timeline

Partnering with the Saskatchewan Western Development Museum, the Saskatchewan Archives published the Saskatchewan History Centennial Timeline, 1905 – 2005. The publication was written by Ruth Bitner and Leslee Newman of the Museum, assisted by Brenda Mundell and Christa Nicholat and introduced by Dr. William Brennan. By the end of October 2005, the entire printed run of the Timeline had been sold, mostly through bookstores, tourism offices and gift shops. An electronic version of the Timeline was posted on the Saskatoon Public Schools Online Learning Centre's website "Celebrating Saskatchewan's Heritage" in the fall of 2005.

In November, Imperial Oil sponsored the publication of a glossier, slightly revised second edition of the Centennial Timeline, which enabled distribution to all schools, museums, libraries, and archives within the province.

Saskatchewan History Advisory Board

To produce quality publications such as these requires considerable dedication and effort. The following members of the Saskatchewan History Advisory Board oversee the journal's direction and operation:

- Mr. George Hoffman, Sessional Lecturer, Department of History, University of Regina (Chair);
- Prof. William Brennan, Department of History, University of Regina;
- Prof. Keith Carlson, Department of History, University of Saskatchewan;
- Prof. Howard Leeson, Department of Political Science, University of Regina;
- Ms. Ruth Millar, writer and retired librarian, Saskatoon;
- Mrs. Patricia Wagner, representing Saskatchewan History and Folklore Society;
- Mr. Bruce Dawson, Editor;
- Mr. D'Arcy Hande, General Manager;
- Ms. Nadine Charabin, Administrative Officer.

Editor Bruce Dawson resigned his position after the publication of the Fall 2005 issue, and Jason Zorbas was hired as the new editor in November 2005.

Saskatchewan History Sales and Circulation

	As of March 2005	As of March 2006
Paid subscriptions:		
• General	258	269
• Libraries	14	146
• Schools	13	21
• Gifts	32	26
TOTAL PAID	446	462
Exchange and complimentary	105	107
Distributed to staff, authors, reviewers, the editor, and (on consignment) to bookstores	87	114
TOTAL CIRCULATION	638	683

SASKATCHEWAN ARCHIVES BOARD

Financial Statements

For the year ended March 31, 2006

Provincial Auditor Saskatchewan

1500 Chateau Tower
1920 Broad Street
Regina, Saskatchewan
S4P 3V2

SASKATCHEWAN

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AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the statement of financial position of the Saskatchewan Archives Board as at March 31, 2006 and the statements of operations and accumulated surplus, change in net financial assets, and cash flow for the year then ended. The Board's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Saskatchewan Archives Board as at March 31, 2006 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Regina, Saskatchewan
August 25, 2006

Fred Wendel, CMA, CA
Provincial Auditor

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF FINANCIAL POSITION
As at March 31

	2006	2005
Financial assets:		
Due from University of Saskatchewan (note 3)	$ 281,498	$ 223,681
Due from General Revenue Fund (note 4)	245,075	203,109
Investments (note 2 and 5)	74,288	71,015
Accounts receivable	1,984	2,111
	602,845	499,916
Liabilities:		
Accounts payable	88,589	42,981
Accrued vacation pay	44,574	53,292
Accrued salaries and benefits	162,084	132,720
	295,247	228,993
Net financial assets (Statement 3)	307,598	270,923
Non-financial assets		
Tangible capital assets (note 6)	228,314	241,062
Prepaid expenses	10,306	7,873
	238,620	248,935
Accumulated surplus (Statement 2)	$ 546,218	$ 519,858

(See accompanying notes to the financial statements)

Statement 2

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
For the year Ended March 31

	Budget 2006 (Note 10)	Actual 2006	Actual 2005
Revenue:			
Grants - General Revenue Fund	$ 3,372,000	$ 3,372,000	$ 3,366,999
Other	-	38,574	27,996
	3,372,000	3,410,574	3,394,995
Photocopy sales	50,000	69,409	56,795
Magazine sales	11,000	13,341	9,780
Investment income	5,800	6,360	5,313
Miscellaneous	3,000	20,789	10,947
	3,441,800	3,520,473	3,477,830
Expenses:			
Salaries and benefits	2,466,775	2,409,301	2,236,565
Administrative services	919,119	910,371	833,112
Printing and postage	34,745	46,272	33,083
Amortization of tangible capital assets	-	84,359	70,184
Materials and supplies	26,800	43,810	38,148
	3,447,439	3,494,113	3,211,092
Surplus (deficit) for the year	$ (5,639)	26,360	266,738
Accumulated surplus - beginning of year		519,858	253,120
Accumulated surplus, end of year (Statement 1)		$ 546,218	$ 519,858

(See accompanying notes to the financial statements)

Statement 3

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended March 31

	2006	2005
Surplus for the year	$ 26,360	$ 266,738
Acquisition of tangible capital assets	(71,611)	(150,149)
Amortization of tangible capital assets	84,359	70,184
	12,748	(79,965)
Change in prepaid expense	(2,433)	3,727
Increase in net financial assets	36,675	190,500
Net financial assets, beginning of year	27[illegible],923	80,423
Net financial assets, end of year	$ 307,598	$ 270,923

(See accompanying notes to the financial statements)

Statement 4

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CASH FLOW
For the Year Ended March 31

	2006	2005
Operating activities		
Surplus for the year	$ 26,360	$ 266,738
Items not affecting cash:		
Amortization of tangible capital assets	84,359	70,184
Change in non-cash balances relating to operations:		
Accounts receivable	127	(555)
Prepaid expenses	(2,433)	3,727
Accounts payable	45,608	12,746
Accrued vacation pay	(8,718)	(9,680)
Accrued salaries and benefits	29,364	(60,927)
Cash provided by operating activities	174,667	282,233
Investing and capital activities		
Purchase of investments (net)	(3,273)	753
Acquisition of tangible capital assets	(71,611)	(150,149)
Cash applied to investing and capital activities	(74,884)	(149,396)
Net increase in cash	99,783	132,837
Cash, beginning of year	426,790	293,953
Cash, end of year	$ 526,573	$ 426,790
Cash includes the following:		
Due from University of Saskatchewan	$ 281,498	$ 223,681
Due from General Revenue Fund	245,075	203,109
	$ 526,573	$ 426,790

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2006

1. Authority

The Saskatchewan Archives Board was established under the authority of *The Archives Act, 2004* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. Accounting Policies

The financial statements are prepared in accordance with generally accepted accounting principles as recommended by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants. The following accounting policies are significant.

a) Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer hardware	3 years
Computer software	3 years
Equipment	5-10 years
Furniture	5-20 years

The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is expensed.

b) Investments

Investments are comprised of units in a pooled fund held by the University of Saskatchewan. Units in the pooled fund are valued at market and any increase/decrease in the value of the fund is accounted for in the statement of operations and accumulated surplus as investment income.

c) Use of estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

3. Due from University of Saskatchewan

The University administers cash on behalf of the Board. The Saskatchewan Archives Board does not receive interest on its cash on deposit with the University and it is not charged for interest on an overdraft.

4. Due from General Revenue Fund

The Board's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. During the year, the General Revenue Fund did not pay interest on the Board's bank account.

5. Evelyn Eager Estate

In July 1992, the Saskatchewan Archives Board received a bequest of $40,000. It received an additional $7,371 in September 1994. The Board has restricted $47,371 indefinitely with the income earned on the related investment applied to the costs of publishing the Saskatchewan History magazine.

6. Tangible Capital Assets

	2006			2005
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Office Furniture and Equipment	$585,452	$426,820	$158,632	$168,442
Computer Hardware and Software	474,428	404,746	69,682	72,620
	$1,059,880	$831,566	$228,314	$241,062

7. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as departments, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences.

Certain administrative services are provided at no charge to the Board by the University of Saskatchewan and the University of Regina.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in administrative services is $746,302 (2005 - $659,330) paid to related parties.

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Department of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

8. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of $129,774 (2005 - $126,444).

9. Financial Instruments

The Board's financial instruments include due from University of Saskatchewan, due from General Revenue Fund, investments, accounts receivable, accounts payable, accrued vacation pay and accrued salaries and benefits. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity. These instruments do not have significant interest rate or credit risk.

10. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

Additional Supplementary Information

2005/2006

SUPPLIER PAYMENTS

Listed are payees who received $20,000 or more for the provision of goods and services, including office supplies, advertising, contracts, and equipment.

Saskatchewan Property Management Corporation	$ 662,465
Saskatchewan Telephone	$ 83,837
NexInnovations Inc	$ 39,086
Ray Robertson	$ 25,097
University of Saskatchewan Facilities Management	$ 42,204
Payees under $20,000	$ 488,609

2005/2006

PERSONAL SERVICES

Listed are individuals (excluding unionized employees) who received payments for salaries, wages and honorariums, etc. which total $2,500 or more.

Powell, Trevor J.D.	$ 126,171
Hande, D'Arcy K.	$ 68,745
Herperger, Don	$ 94,616
Patraschuk, Chris	$ 18,016
Selzer, Karri	$ 11,780
Prairie Historical Insight	$ 6,058
Unionized employees	$ 1,713,204